

STANDING RULES AND POLICIES

07/2025

1. GENERAL

- a. It is understood that no member of the Board of Directors may accept any form of remuneration when asked to advise a GCFP Club, District or GCFP sponsored activity in her official capacity. Reimbursement may be accepted for necessary expenses. However, this rule does not apply when programs are presented.
- b. The membership list of the GCFP may neither be given nor sold to any other organization, business firm or individual without the consent of the President.
- c. A replica of the GCFP President's pin, reduced in size, shall be the GCFP official Past President's pin, and must be returned to the GCFP Treasurer when the former President is no longer involved, or by the family, for redistribution to new presidents.
- d. Funds contributed for a special purpose, such as Scholarship, Natural Disasters USA, Habitat for Humanity, Plant a Tree, Flower Show School/Symposium, Blue Star Markers, and Book of Recognition shall be used only for the purpose for which designated or upon vote of the Board of Directors, in the event that the original need is discontinued, for purpose similar to the intent of the original fund.
- e. The official logo and/or seal of the GCFP shall be used only on publications, programs, advertising and media associated with the Federation.
- f. The President of the GCFP accepts no personal favors, gifts, or tours from a commercial organization without approval from the Executive Committee.
- g. At the National Convention following election of the GCFP officers, the immediate past GCFP President shall present the GCFP report and shall accept all awards. If she is unable to attend, the newly elected GCFP President shall assume these duties.
- h. District Directors and Past District Directors pins shall be made available for purchase by the Districts through the Treasurer.
- i. The GCFP accepts the endangered species list as presented by the Judges Council; this is posted on the GCFP website (see "*Flower Show Judges' Info*").
- j. A biographical file shall be kept on all former GCFP Presidents by the Personnel Chair.
- k. All eligible candidates for the National Garden Clubs, Inc. Nominating Committee and eligible candidates for Central Atlantic Regional Director shall be contacted by the GCFP President to ascertain their willingness to serve.
- l. All contracts (excluding agreements pertaining to the Board meetings) shall be signed by the GCFP President or Incoming GCFP President.

2. AWARDS

- a. All GCFP awards and contests and changes to existing awards and contests must be cleared through the Executive Committee.
- b. The GCFP shall present one Gold Seal Award annually, "if applied for and merited".
- c. The GCFP Chair of Judges Council shall present, at the Philadelphia Flower Show, eight (8) Special Achievement Awards of the GCFP, if merited, to exhibits of unusual excellence; two (2) in Conservation, two (2) in creativity, two (2) in Education and two (2) in Horticulture. The Blue and Gold Ribbon of the GCFP shall be presented daily to the highest scoring Blue Ribbon Winner in the Niche Classes scoring 95 or more points.

- d. The GCFP Chair of Judges Council shall select the Judges for the Special Achievement Awards for the Philadelphia Spring Flower Show. They should be assigned from our Judges Councils on a rotating basis.
- e. Exceptional Horticulturalists shall be presented with a printed card indicating that their names have been placed in the GCFP Book of Exceptional Horticulturalists. The card is to state when they were so honored and by whom.
- f. The GCFP shall present a monetary award to each club as it reaches its 50th, 75th, and 100th anniversary as a member of the GCFP. Certificates may be awarded for other anniversary years.
- g. The GCFP shall purchase rosette ribbons that correspond to the top State Flower Show Awards and make them available, through the GCFP Flower Show Awards and Ribbons Chair, to garden clubs for their flower shows. The clubs are to pay the cost of the rosettes plus postage.

3. CONVENTION AND MEETINGS

- a. The GCFP Annual Convention shall be geographically rotated annually and a schedule set up for three (3) years in advance. Odd year conventions are planned in the area of the incoming President's installation if agreed upon by the hosting district.
- b. A record book from the convention should be completed by July 1st, containing written reports and records from the Chair and all committee Chairs. This book may be prepared in hard copy or digitally, and given to the Chair of the next convention as soon as possible. Hard copies are to be returned to the original District.
- c. Twenty-five percent of the net balance from the Annual Convention shall be returned to the Host District for a District project. When two or more Districts host, fifty percent of the net balance will be shared equally by the Districts. The remaining fifty percent will be retained by the GCFP.
- d. All dates for the District Annual Fall Meetings shall be set two (2) years in advance.
- e. Delegates to the NGC Convention and the CAR-SGC Conference shall be briefed by the State President on business that will be on the agenda of the convention at which they will serve.
- f. GCFP Board Meetings shall be held in the center of the state, when feasible.
- g. The convention committee shall be granted funds up to \$3,000 in advance to cover initial costs such as printing, etc. This advance is to be returned to the GCFP as soon as possible.

4. FINANCE

- a. A GCFP official Past President's pin, in 14K gold, shall be presented to the GCFP President at the end of the administration with instructions for its return. (*See GCFP Return Policy in BOD Manual, "Advisory Council"*). This expenditure is to be included in the Annual Budget.
- b. The GCFP shall carry insurance for full value on the President's Pin, the Governor's Trophy, and the Mrs. Ernest N Calhoun Attendance Bowl and the Junior Gardener's Trophy.
- c. In the event of the death of a current member of the Board of Directors, or spouse, a \$50/\$25 donation shall be given to the GCFP Scholarship Fund as a memorial.
- d. In the event of the death of a former or current State President, \$100/\$200 shall be placed in the GCFP Scholarship Fund as a memorial.
- e. When the immediate Past President attends the NGC Convention following the election of the GCFP officers, the GCFP shall provide an expense allotment as agreed to in the annual GCFP budget.

- f. The expenses of the Scholarship Committee for postage, notepaper, printing, etc. shall be paid from the proceeds of the Scholarship Fund.
- g. The expenses of the State Life Membership Chair for postage, note cards, etc., shall be paid from the proceeds of the State Life Membership Fund.
- h. When a deposit is required by the motel/hotel for booking board meetings, an advance not to exceed \$500 shall be paid from GCFP funds by the Treasurer on request from the 2nd Vice President and repaid at the time of the meeting.
- i. The GCFP shall send annual membership dues and contributions to organizations approved by the Board and included in the annual GCFP budget.
- j. The GCFP shall cover the meal expenses of the State-Essay Contest winner and two guests to attend the State Convention.
- k. All GCFP stipends shall be reviewed by the Finance Committee in the even numbered year.
- l. Dues submitted by a club to GCFP are non-refundable as portions are allocated to other organizational expenses. In the event of a member's death after dues have been paid, the Club may, at its discretion, refund a portion to the family. However, the \$10 per member fee remitted to GCFP remains non-refundable.

5. SCHOOLS

- a. All schools and symposiums shall submit budgets of anticipated expenses per course to the appropriate State Chair for approval before making final commitments to speakers, etc.
- b. All these schools shall be granted funds in advance to cover the cost of printing, publicity, etc., said funds to be returned promptly to the Treasurer from school receipts at the end of the series of courses.
- c. In the event the GCFP shall at any time select a co-sponsor of any School or Symposium and the co-sponsor agrees to act as such, it shall also agree to share equally in all revenue gains and losses incurred in the event.
- d. All Schools, Conventions and Symposiums are required to send an Annual Report for each Fiscal Year, with an itemized account of income, expenses and net balance to the GCFP Treasurer and GCFP Investment Chair. Due date – June 15.

6. KEYSTONE GARDENER

- a. Complimentary copies of the *Keystone Gardener* and the *KG Online* shall be sent to the NGC President, and the CAR-SGC Director. The Directory issue, only, will be sent to State Presidents in the NGC.
- b. The GCFP will publish up to three issues of the *Keystone Gardener* per administration – the Directory issue and two (2) Convention issues. The *KG Online* will publish three (3) issues per years that will be posted on the GCFP website.
- c. The list of awards shall be published in the *Keystone Gardener* or the *KG Online* annually following the State Convention.
- d. The Board of Directors roster shall only be published in the Directory issue in the odd numbered year, and the revisions to the roster will be updated as needed on the Website.

7. CO-SPONSORSHIPS AND GRANTS

- a. In the event the GCFP shall select a co-sponsor of a conference, program or workshop (hereafter "event" or "events"), and at the time such co-sponsor agrees to act as such, it shall also agree to share on an equal basis with the GCFP the loss, if any, incurred in the operation of such events.

- b. All monies in excess of expenses realized from any-event shall be returned to the GCFP Treasurer within six (6) weeks after the event. Fifty percent of the net balance shall be returned to the co-sponsor.
- c. In the event the GCFP shall sponsor any event based on a grant from an outside source, the following guidelines shall apply:
 - 1. All requirements of the grantor shall be presented to the Executive Committee before approval is given to apply for a grant.
 - 2. Copies of all materials required by the grantor and submitted in order to qualify for a grant shall be sent to the State President.
 - 3. It is customary for a grant to be paid directly to the GCFP after which it shall for forwarded to the Treasurer of the event.
 - 4. A complete financial accounting of the event shall be forwarded to the GCFP Treasurer along with any remaining funds within six (6) weeks after the workshop
 - 5. Any remaining funds are to be used for other projects of the same intent and purpose within the GCFP, subject to the requirements of the grantor.
 - 6. NOTE: It is very important that these financial rules be followed in order for our audit to show proof of our funds being used for educational purposes so as not to jeopardize our Federal and State tax exemptions.